

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120022-0

REPORTS INVENTORY

DDS/OL/SD-3

~~SECRET~~

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Monthly Activity

2. TYPE OF REPORT

☒ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒ PERSONNEL
☒ LOGISTICS
☐ MEDICAL
☐ TRAINING
☐ SECURITY
☐ FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED
5

5. FREQUENCY (weekly, monthly, quarterly, etc.)
Monthly

6. DISTRIBUTION (No. of components not number of copies)
4

7. FORMAT (memorandum, form, computer print-out, etc.)
Memorandum

8. ADP PROCESSING
☐ YES
☒ NO IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT
Supply Division Instruction 7-3

10. PREPARING COMPONENT (include lowest level contributing information to report)

OL/Supply Division

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-16	\$12.76	1		\$12.76	12		\$153.12

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$153.12

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Report was initiated in 1964 by the above Supply Division Instruction as required by the Director of Logistics.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS
☐ CHANGE
☐ DISCONTINUE
☐ OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS DOLLARS

16. DATE OF INVENTORY

9 October 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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18. EXTENSION

☐ STAT

FORM 9-70 142

Classification
CONFIDENTIAL

(22-36-43)